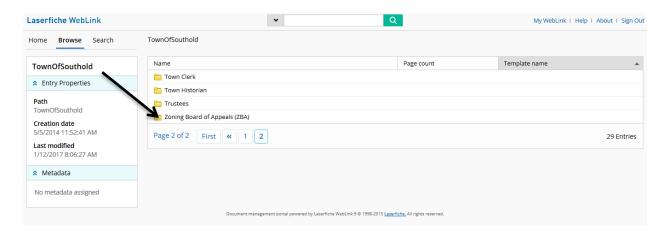
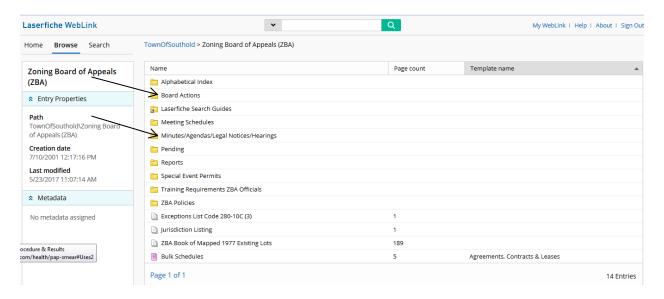
## Laserfiche Instructions for Zoning Board of Appeals Records



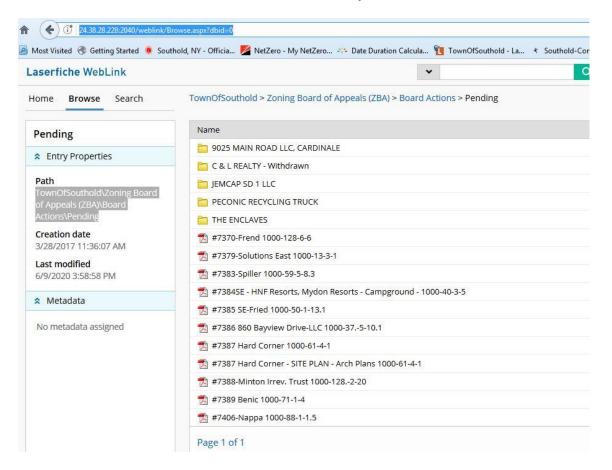
Above: Homepage, Click on Link "Town Records" Weblink/Laserfiche



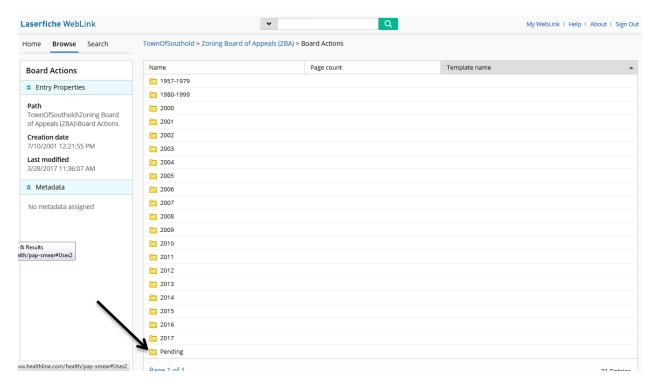
Above: - The second of two pages you will find "Zoning Board of Appeals (ZBA)" in the list of Town of Southold Departments. Click the Zoning Board of Appeals (ZBA) folder/link.



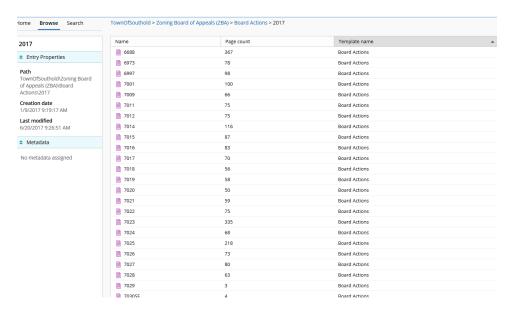
Above: Listed are types of records under ZBA Folder. ZBA Decisions can be found under Board Actions. Click on "Board Actions" folder to open.



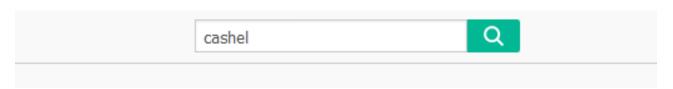
Above, Lists all Pending Applications under Board Actions/Pending URL Address, Link is <a href="http://24.38.28.228:2040/weblink/Browse.aspx?dbid=0">http://24.38.28.228:2040/weblink/Browse.aspx?dbid=0</a>



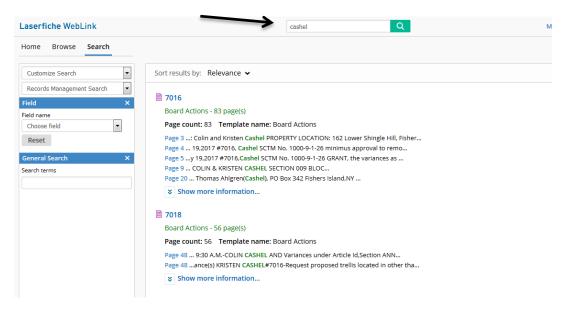
Above: Board Actions are listed by year. Click folder to open. All Special Exception applications that require Coordinated SEQRA Analysis are stored in "Pending".



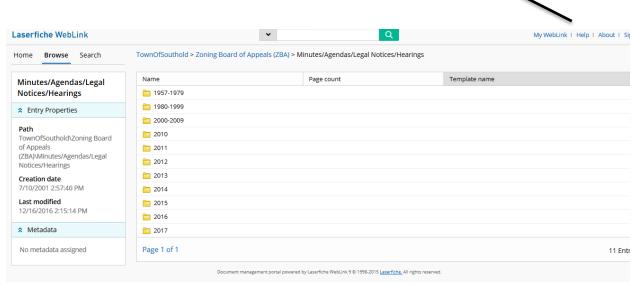
Above: See listed File Numbers. Click on file you are searching.



Above: In addition searching by file no. You can also use the above search tool by typing the name or title of the applicant.

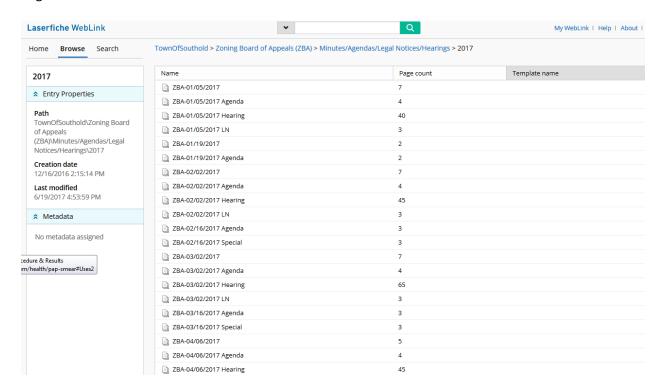


Above: Shows you files that can be found using a phrase, name or title. Or you can search by Tax Map No. (District, Block and Lot) using the format 1000-111.-1-1.



Above: Also, Minutes, Agendas, and Hearing Transcripts can be viewed.

## Laserfiche Instructions ZBA Files Page 5



Above: Agendas, Minutes and Transcripts are in chronological order.

Revised 6/15/2020